

Mississippi Department of Agriculture and Commerce
Administrative Assistant IV

Position will serve as the Administrative Assistant to the Market Development Division

Administrative Assistant IV duties include (but not limited to):

- Responsible for coordinating and implementing administrative duties of the Market Development Division.
- Assists with the circulation of the *Mississippi Market Bulletin*.
- Responsible for maintaining the subscriber database by updating the database with renewals and new subscriber information daily.
- Responsible for typing ads for specific categories in the *Mississippi Market Bulletin* as assigned.
- Assists with special events at the Mississippi Farmers Market.
- Develops and distributes Certificates for Free Sales as requests are made to the Department.
- Coordinates meetings for the Mississippi Land, Water, and Timber Resources Board.